

VICTIM/WITNESS PROGRAM ADMINISTRATOR

This is an at-will, **exempt**, position which reports directly to the Assistant Director of the Clark County District Attorney's office

Closing Date: November 21, 2019

SALARY RANGE

\$33.24 - \$51.52 Hourly
\$2,659.20 - \$4,121.60 Biweekly
\$5,761.60 - \$8,930.13 Monthly
\$69,139.20 - \$107,161.60 Annually

JOB SUMMARY:

This position is responsible for the supervision of the Clark County District Attorney's Victim / Witness Assistance Center. The successful candidate will supervise and motivate a team of advocates and specialists. The position is also responsible for, organizing and implementing programs for victim and witness assistance. The position is at-will, and reports to the Assistant Director of the District Attorney's Office.

CLASS CHARACTERISTICS:

This is a full-time supervisory position responsible for the team which provides victim services to those whose cases are being prosecuted by the Clark County District Attorney. The person selected will supervise programs designed to reduce trauma, offer support, provide crime compensation, and assists victims and witnesses in navigating through the criminal justice system.

MINIMUM REQUIREMENTS:

Education and Experience: Equivalent to a Bachelor's degree in Criminal Justice, Sociology, Psychology or a field related to the work. Four (4) years of full-time experience providing direct client services in a victim/witness or related judicial program, including one (1) year of full-time lead or supervisory experience.

Working Conditions: Work extended shifts or be called back in emergency situations.

Licensing and Certification: Must possess a valid Nevada Class C driver's license at time of appointment.

Background Investigation: Employment is contingent upon the results of a background investigation, which may include both a pre- and post-offer background check for positions within the District Attorney's Office.

Pre-Employment Drug Testing: Employment is contingent upon the results of a pre-employment drug test.

Note: A letter of interest and a resume are required for this position. Applicants may be invited to participate in the next phase of the selection process based on the materials submitted. Supervisory experience in the victim advocacy profession is preferred. **To apply, please send your letter of interest and resume to Jobs@ClarkCountyDA.com.**

EXAMPLES OF DUTIES:

Plans, schedules, assigns and directs the work of Victim/Witness Program advocates; provides technical assistance to staff. Recommends selection of staff; trains staff in work procedures; administers discipline as required. Develops and distributes Victim/Witness educational and informational materials; develops and implements community awareness programs. Assists in the preparation of the budget for the unit; monitors varied expenditures. Develops and implements procedures and standards for Victim/Witness case handling and management; assists in the development of division goals and objectives. Works with a variety of community organizations and individuals to arrange and coordinate services, promote the program and solicit support; serves as a member of various councils and teams. Directs the maintenance of and maintains records and prepares a variety of periodic and special reports, in statistical or numerical form, regarding victim/witness program activities and operations. Reviews and evaluates legislation and regulations related to program activities; ensure County compliance with standards and guidelines. Represents the District Attorney's office in community meetings; serves as a member of various committees and boards. Contributes to the overall quality of the unit's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures. Confers with managers and staff in the District Attorney's office and a variety of other County departments to coordinate work and resolve issues related to the victim/witness program. Performs the work of Victim/Witness Program advocates, including handling the more difficult situations. Uses standard office equipment, including a computer, in the course of the work; drives a County or personal motor vehicle to attend meetings and transport clients.

PHYSICAL DEMANDS:

Mobility to work in a typical office setting, use standard office equipment, and to drive a motor vehicle in order to attend meetings and transport clients; vision to read printed materials and a computer screen; and hearing and speech to communicate in person or over the telephone. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

KNOWLEDGE, SKILLS & ABILITIES:

Knowledge of:

Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline; laws, functions, regulations and processes related to the victim/witness program; functions, processes and terminology of the criminal justice system; computer applications related to the work; office administrative practices and procedures; business letter writing and the standard format for typed materials; techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained; principles and techniques of preparing effective written, reports and informational or educational materials; basic budgetary practices and terminology.

Skill in:

Planning, organizing, supervising, reviewing and evaluating the work of others; supervising and instructing others in work procedures; developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner; interpreting, applying and explaining applicable complex laws, codes and regulations; preparing clear and concise reports, correspondence and other written materials; using initiative and independent judgment within general policy guidelines; dealing successfully with the public, in person and over the telephone, often where relations may be confrontational or strained; dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.

Salary Schedule: 31

Class Code: E02867

Bargaining Unit: Non-Union